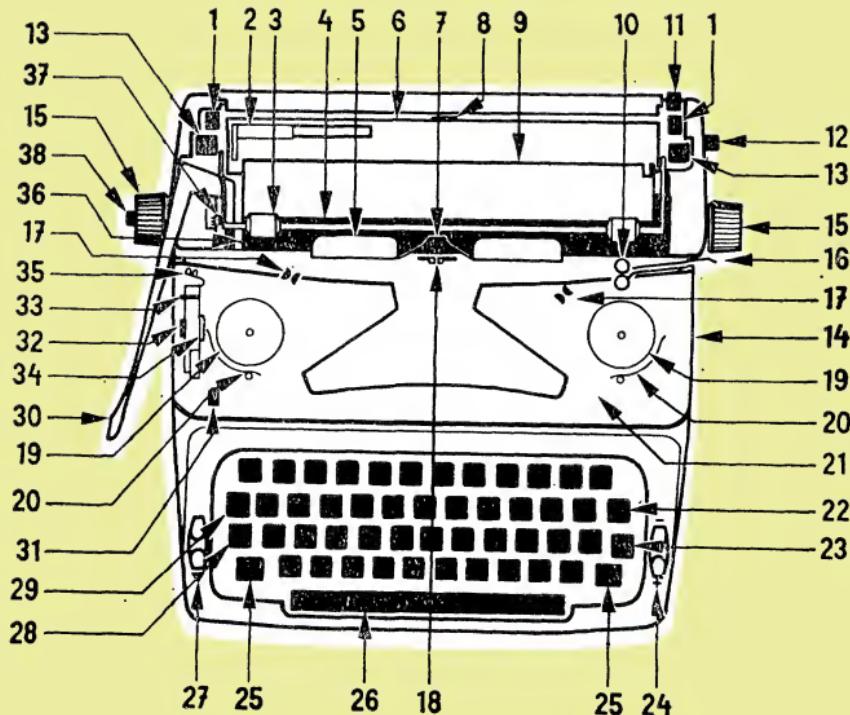




TECHNICAL DATA

Number of keys	44
Platen length	244 mm ($9\frac{39}{64}$ "")
Platen diameter	32.5 mm ($1\frac{9}{16}$ "")
Types:	PICA ELITE ELITE SPECIAL
Ribbon	width of the two-colour ribbon: 13 mm ($\frac{33}{64}$ "") width of the carbon ribbon: 8 mm ($\frac{5}{16}$ "") disc diameter: 70 mm ($2\frac{3}{4}$ ""), on mandrel 25 mm ($\frac{63}{64}$ "")
Dimensions of the typewriter with case	400 × 390 × 160 mm ($15\frac{3}{4}$ " × $15\frac{3}{8}$ " × $6\frac{19}{64}$ "")
Dimensions of the typewriter without case	360 × 320 × 145 mm ($14\frac{11}{64}$ " × $12\frac{19}{32}$ " × $5\frac{45}{64}$ "")
Weight of the typewriter with case	9.95 kg (22 lbs)
Weight of the typewriter without case	7.65 kg (17 lbs)

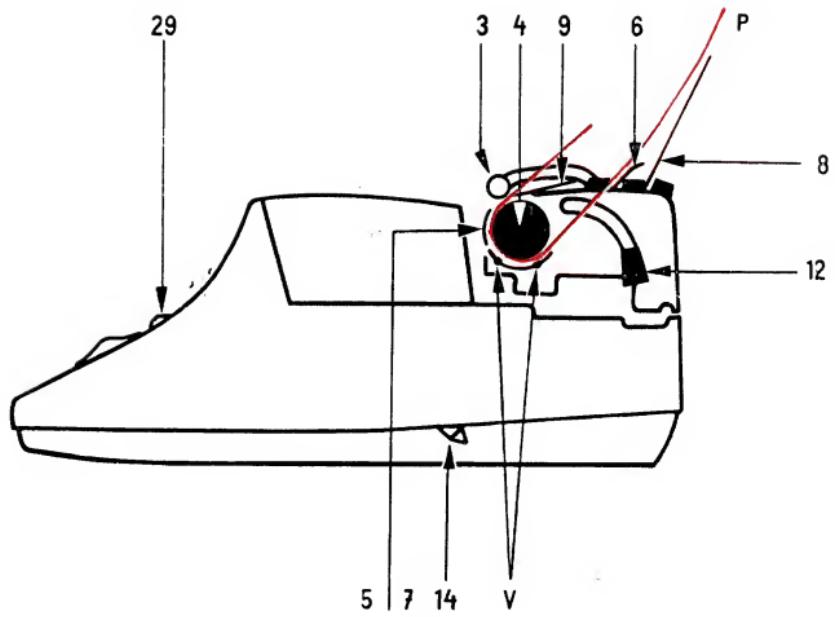


- 1 Left and right-hand margin adjuster
- 2 Adjustable paper guide
- 3 Paper bail
- 4 Platen
- 5 Transparent rule
- 6 Paper support
- 7 Card support
- 8 Adjustable paper rest
- 9 Erasing table
- 10 Carbon ribbon feed motion pulleys
- 11 Tabulator riders clearing key

- 12** Paper release lever
- 13** Left and right-hand carriage release
- 14** Carriage & type bars rest
- 15** Left and right-hand carriage knobs
- 16** Waste carbon ribbon guide
- 17** Ribbon switch and left and right-hand ribbon reverse guide
- 18** Type bar guide and ribbon fork
- 19** Left and right-hand ribbon spool
- 20** Left and right-hand ribbon braking spring (under the top cover)
- 21** Top cover
- 22** Back spacing key
- 23** Margin and jammed type bar release
- 24** Tabulator stops adjuster
- 25** Left and right-hand shift key
- 26** Space bar
- 27** Ribbon colour selector
- 28** Shift lock key
- 29** Tabulator key
- 30** Line space lever
- 31** Stroke regulator lever (under the top cover)
- 32** Carbon ribbon spool pressing bar
- 33** Carbon ribbon guide pin
- 34** Carbon ribbon container
- 35** Carbon ribbon guide
- 36** Ratchet wheel
- 37** Line spacing adjuster
- 38** Platen release

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CARRIAGE AND TYPE BARS LOCKING

For transportation the carriage as well as the type bars are locked in their position by means of the carriage & type bars lock (14).

Consequently, after removing the machine from the case, both the carriage and the type bars are to be released. The releasing will be achieved by simply depressing backwards the carriage lock lever, placed on the right-hand machine side under the middle cover.

If you wish to lock the machine again after the typing has been finished, move the carriage to the right to such a position so that its right border is beyond the machine top cover and shift the carriage lock lever forward to its position for locking the carriage. By following depressing the tabulator key TAB (29), the carriage moves into position necessary for locking and locks automatically.

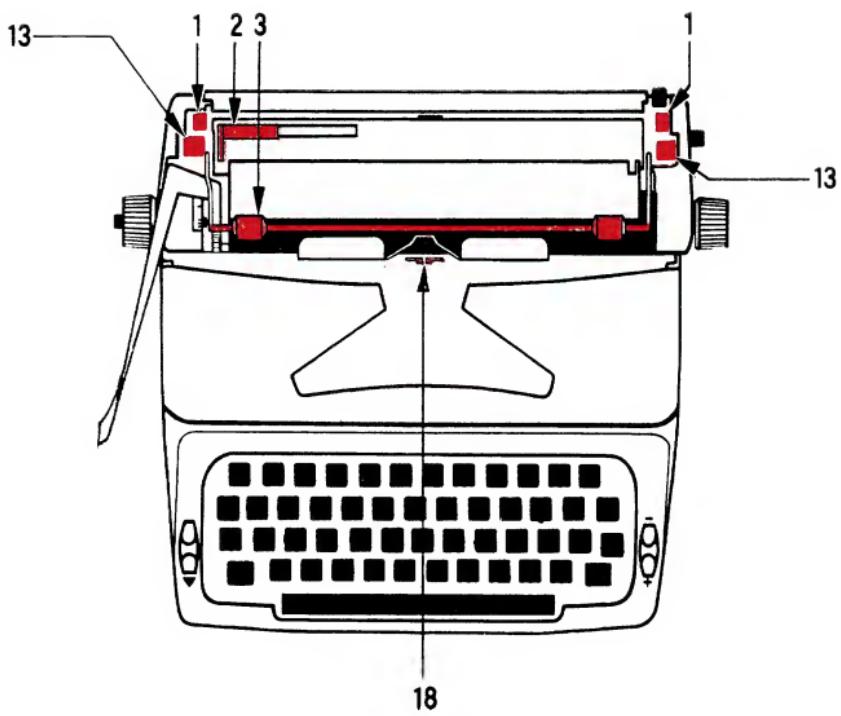
INSERTION AND ADJUSTMENT OF THE PAPER

Having removed the typewriter from the case, lift the auxiliary adjustable paper rest (8), placed behind the paper support (6). Insert a sheet of paper (P) behind the platen (4) on the paper support (6) so that its bottom edge contacts the feed rolls; by turning the platen the paper is shifted under the transparent rule (5) and the card support (7) to the desired position.

The transparent rules and the card support enable to insert the paper under the paper bail rollers without having to lift the paper bail (3); in this way they ensure safe typing up to a short distance from the paper bottom edge when the paper sheet is no longer held by the feed rollers.

While leaving the feed rollers the paper is supported by the erasing table (9), which prevents it from being rewound on the platen.

If you need to adjust the paper, release it by moving the paper release lever (12) forward and then do the adjustment. The paper release is designed so that by moving the paper release lever forward the paper bail with the paper bail rollers are lifted simultaneously. By returning the paper release lever to its original position the paper is again pressed to the platen.



SETTING AND CLEARING THE LEFT AND RIGHT-HAND MARGIN

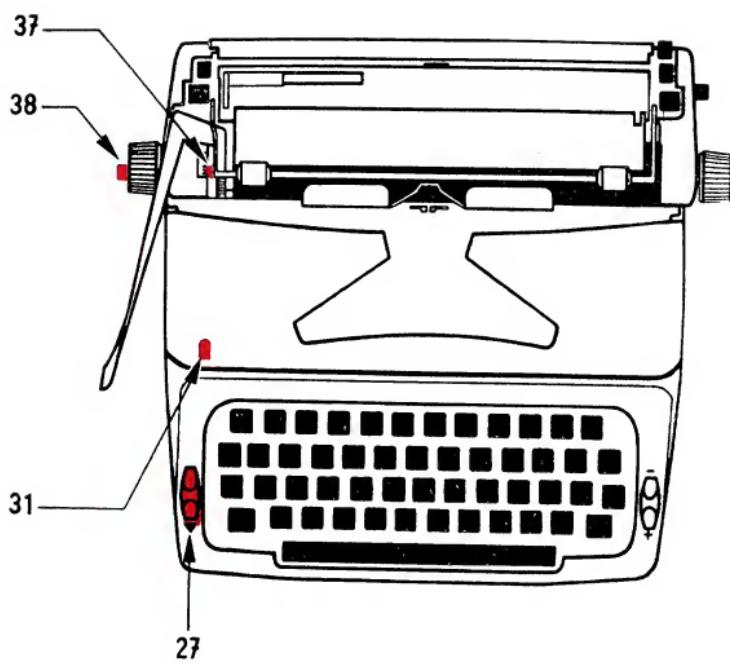
The left-hand margin is set in the following way: Press the carriage release key (13) and move the carriage so that the centre of the type bar guide (18) comes in line with the gauge mark on the paper bail scale (3), from which typing is to start. Then press the left-hand margin key (1) and the margin stop automatically sets the left-hand margin.

Shifting the adjustable paper guide (2) ensures equal margins on the following sheets.

Set the right-hand margin in a similar way.

The adjusted left-hand margin can be cleared by pressing the left-hand margin stop (1) and by moving the carriage to the right; this will also shift the margin stop to its extrem position.

The adjusted right-hand margin can be cleared by pressing the right-hand margin stop (1) together with the carriage release key (13) and by moving the carriage to the left.



LINE SPACE ADJUSTING

The line spacing adjuster (37) has two functions:

- it switches off the line spacing,
- it sets the distance between the lines.

If you wish to type independently on the line spacing, e. g. when filling in ruled forms, the line spacer can be disengaged by setting the line spacing adjuster to the zero position. Then the platen can be turned by hand to any desired position.

Line spacing can be adjusted to four line spacing distances by setting the line spacing adjuster (37) against the required division line and figures on the scale.

- 0 line spacing switched off
- 1 teeth (2.125 mm)
- 1 2 teeth (4.25 mm)
- 3 teeth (6.375 mm)
- 2 4 teeth (8.50 mm)

Line spacing can also be disengaged by pressing the platen release (38). You will appreciate the advantages of this method of releasing the platen especially when correcting the text additionally.

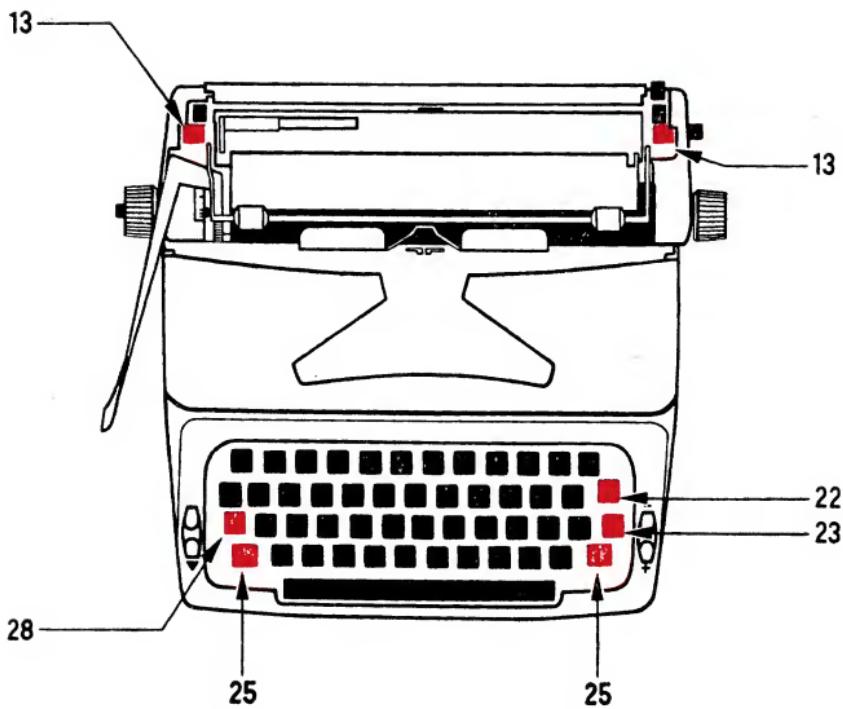
RIBBON MOTION REVERSE

Ribbon motion reverse (27) is placed in the bottom machine cover on the left-hand of the key-board. It can be set to three positions. If you wish to use the top (black) half of the ribbon, set the ribbon switch to the blue mark.

For typing with the bottom (red) half of the ribbon set it to the red mark. The white mark indicates the setting of typing without ribbon e. g. for cutting stencils.

STROKE REGULATOR

Every typist has a different stroke and consequently the depth of printing varies too. The stroke regulator serves for compensation of these differences. The stroke regulator (31) is placed under the top cover and it can be adjusted in three positions. By moving the lever forward the stroke strength increases, by moving it backward the stroke strength decreases.



TYPING WITH SO-CALLED DEAD KEYS

Typewriters with different keyboards are supplied to different countries. On some keyboards there are so-called dead keys. When using these keys, the carriage does not move and consequently the dead marks are typed prior to typing the type, to which they are attached.

CARRIAGE BACK SPACING

By depressing the carriage back spacer  (22) the carriage backs by one space. To move the carriage to the left the carriage release key  (13) should be used.

TYPING BEYOND THE ADJUSTED MARGINS

The bell rings seven spaces before the set end of the line is reached. If you wish to type beyond the margin, although the keys are automatically locked, press the margin release key  (23) thus unlocking the key levers; you can continue typing to the platen end.

If you want to write beyond the adjusted left-hand margin, move the carriage to the set margin, push the margin release lever  (23) and move the carriage to the desired position.

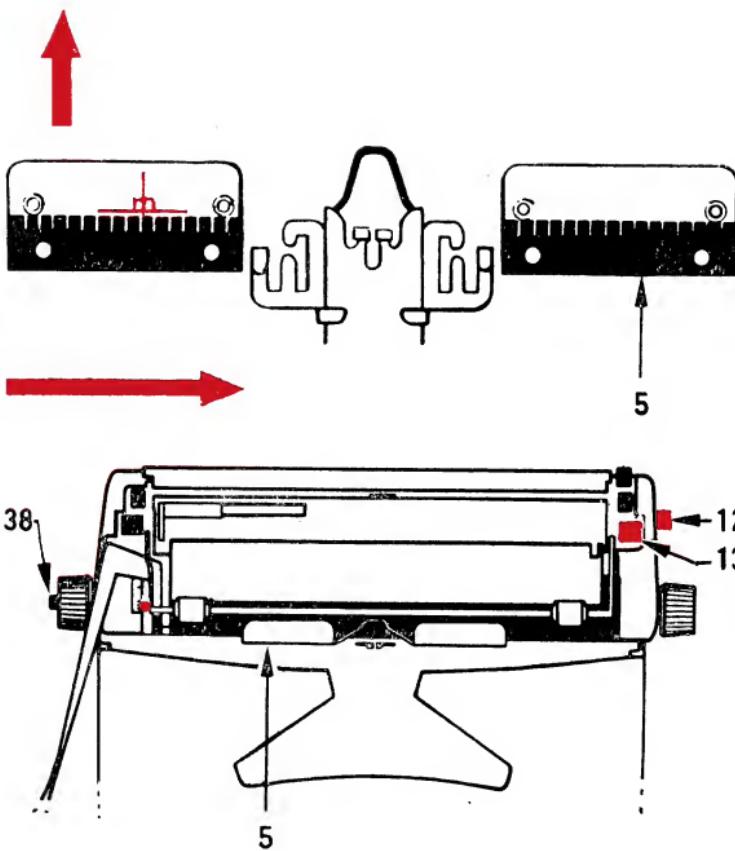
RELEASING THE JAMMED TYPE BARS

The margin release key  (23) serves also as a jammed type bars release. By simply pressing this key the jammed type bars return to their original positions.

Return the crossed type bars to their original positions by hand!

TYPING CAPITALS

By pressing one of the shift keys (25) the type bar assembly is lowered for typing capitals and characters in the top half of the keys. For continuous typing of capitals the shift is locked in its bottom position by pressing the shift lock  (28). The shift lock can be released by pressing the left-hand shift key.



ADJUSTING THE LINES

When desiring to re-insert a typed sheet in the typewriter, e. g. for correction of faults, the sheet is adjusted in the following way:

SIDEWAYS: Release the paper by paper release lever (12) and shift it so as to place the centre of a letter (preferably of the letter "m") against one of the division marks on the ruler (5) while keeping the bottom edge parallel to the ruler.

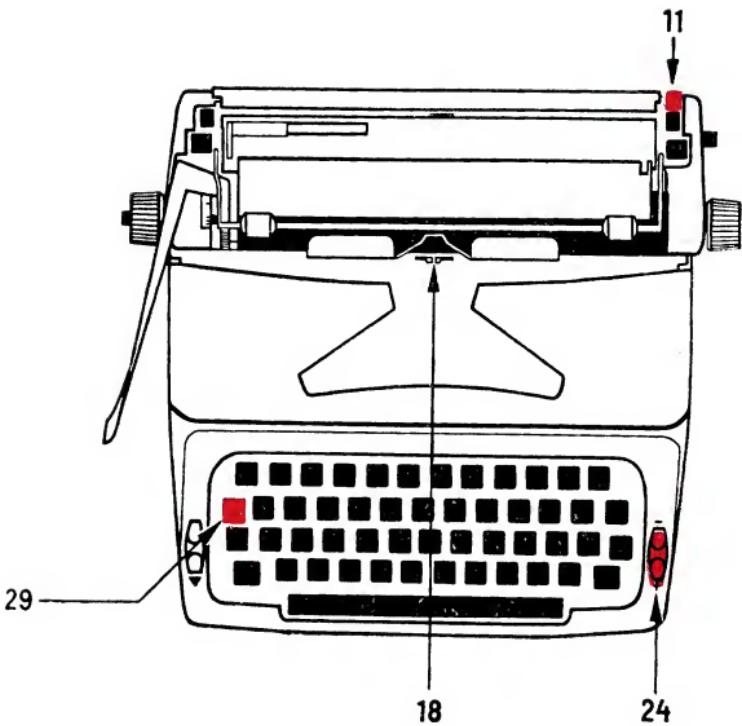
LENGTHWAYS: Disengage line spacing by the platen release (38) and shift the bottom line edge close above the ruler by turning the platen.

DRAWING LINES WITH THE TRANSPARENT RULER

The transparent ruler (5) serves as an aid for drawing lines on forms.

HORIZONTAL LINING: Insert the pencil point into the hole in the transparent ruler, press the carriage release key (13) and draw lines by moving the carriage.

VERTICAL LINING: Insert the pencil point into the aperture in the transparent ruler, switch off the line spacer by the line spacing adjuster and draw lines by turning the platen.



TYPING COLUMNS (TABULATION)



The tabulator stops adjuster (24) is sunk in the bottom machine cover at the right-hand side of the keyboard.

To type in columns with the use of the setting tabulator proceed in the following way:

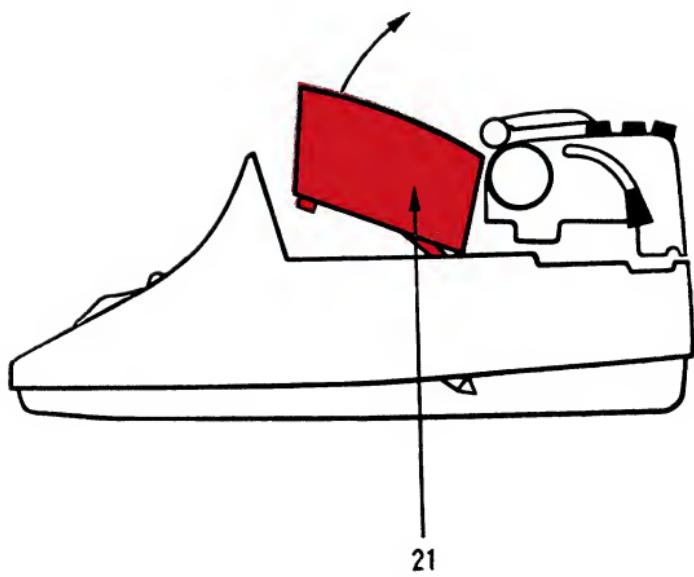
Move the platen to such a position as to place the desired column against the type guide bar (18). Shift the tabulator stops adjuster (24) to the sign +. The corresponding tabulator rider is thus engaged. For setting all the desired columns proceed similarly.

Then return the carriage to the beginning of the line and press the tabulator key TAB (29). The carriage moves to the nearest adjusted column and the desired text or numbers can be typed. By depressing the tabulator key TAB the carriage moves to the next set column etc.

Individual riders can be cleared in the following way.

Return the carriage to the beginning. Press the tabulator key TAB and the carriage moves to the nearest set column. By shifting the tabulator stops adjuster (24) to the sign — and the rider is disengaged. In this way any set column can be cleared as need may be.

All set columns can be cleared simultaneously by depressing the rider clearing key (11).



21

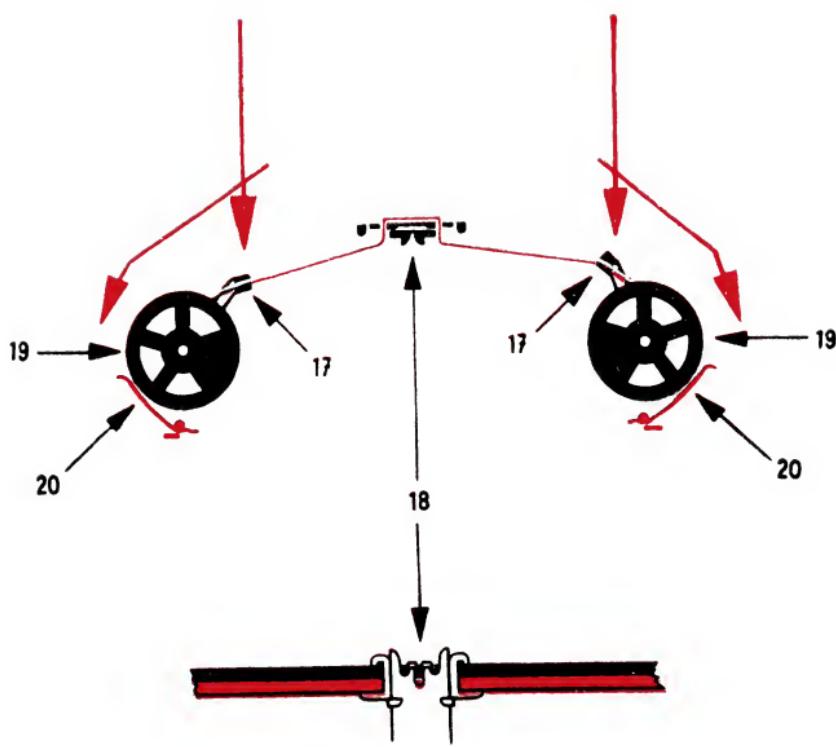
REMOVAL AND REPLACEMENT OF THE TOP COVER

The exchange of the ribbon and the cleaning of the types are operations which must be repeated frequently and regularly. In order to carry them out it is necessary to remove the top cover (21) of the typewriter.

The cover is removed in the following way:

Move the carriage to the left till the line spacing lever is beyond the top cover (21). Get hold of the cover and by pulling it upwards to overcome the pull of the springs remove the cover.

Replace the cover by placing it to its original position and by pressing it down.



REVERSING THE RIBBON

The ribbon must run between the pins of the ribbon reverse switch (17). It will then automatically wind itself from one spool to the other.

If necessary, e. g. when replacing ribbon, it can also be reversed by hand.

If the left ribbon switch (17) is moved in the direction of the typist, the ribbon will be wound into the left spool, if the right ribbon switch (17) is moved in the same direction, the ribbon will be wound into the right spool.

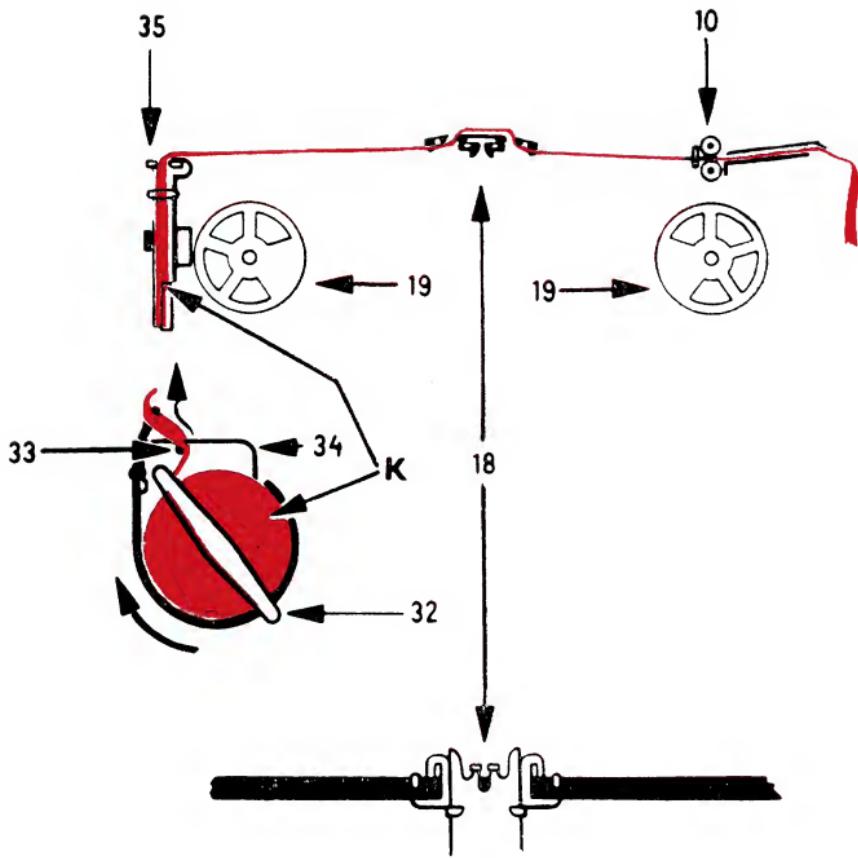
With the top casing (21) of the typewriter on, the ribbon switch can be seen is the one on the spool from which the ribbon is being wound.

REPLACING THE RIBBON

Replace the ribbon in the following way:

remove the top casing (21) of the machine, lift the ribbon out of the fork (18), tilt the ribbon brakes (20), and lift the spools with the ribbon (19) out of the machine. Attach the loose end of the new ribbon on to the hook of the free spool, then tilt the ribbon brakes and replace both spools on their shafts in such a way that the ribbon runs on to the left spool when turned to the left and on to the right spool when turned to the right. Then insert the new ribbon in the ribbon fork (18) and pull it through the guiding pins of both ribbon switches (17).

The typewriter is made to take standardized ribbon spools. If a newly bought spool cannot be inserted in the machine as easily as the original one, this means that the new one is not of standardized size. In that case use the original spool, taking the used ribbon off it and winding on the new one unto it.



TYPING WITH THE CARBON RIBBON

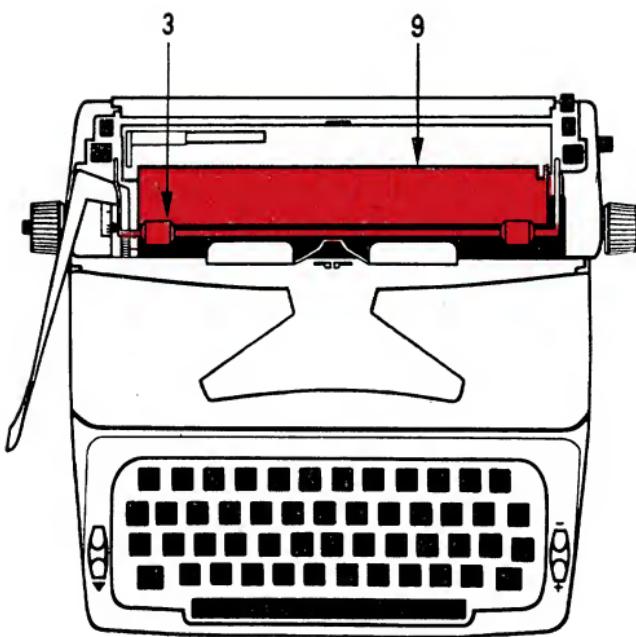
The carbon ribbon is used especially for writing important correspondence and materials for printing.

To write with the carbon ribbon remove first the top cover of the typewriter (21) and then both spools (19) with the ordinary ribbon.

The carbon ribbon spool (K) is deposited in the container (34) at the left-hand side of the typewriter. Remove the container and make sure that the carbon ribbon spool is correctly inserted i. e. when looking from the side the ribbon should unwind upwards to the left. It is secured against slipping from the mandrel and against occidental unwinding from the spool by the carbon ribbon spool bar (32). Thread the carbon ribbon above the guide pin (33) into the carbon ribbon guide (35) and further into the ribbon fork (18). The ribbon fork is designed both for ordinary and carbon ribbons. Thread the carbon ribbon through the fork so that the carbon layer faces the platen (4). Then thread the carbon ribbon round the pulleys of the feed motion (10) and in the waste guide through which it leaves the typewriter. The feed motion is always engaged so that it need not be switched off or on. After threading the ribbon round the feed motion pulleys it moves automatically.

The carbon ribbon can be used only once.

The carbon ribbon arrangement is supplied only when ordered.



CLEANING AND MAINTENANCE OF THE TYPEWRITER

The universal portable typewriter is a perfect machine featuring all the mechanisms of a standard typewriter.

To ensure its long lasting and satisfactory performance you must only protect the machine against its greatest enemies — the dust, dirt and rubber scrap.

By careless erasing the rubber scrap drops in the machine and particularly into the slots of the type bar assembly and it has a deteriorating effect on the mechanism. It may cause defects and the machine may have to be taken sooner out of operation.

Therefore we recommend to erase in the following way:

Lift the paper bail (3) to its top position and shift the paper by turning the platen so as to place the letter to be erased on the erasing table (9). Move the carriage to the left or to the right as needed so that the rubber scrap drops clear off the machine.

The types can be cleaned by the brush or by the plastic rubber. Put a piece of cloth or paper under the types so that the dirt brushed out from the types does not fall into the machine.

Clean the platen and the painted machine parts with a dry duster; the remaining surface parts can be dusted with a brush.

LUBRICATION

The only parts, which are to be lubricated with a few drops of oil, are the prismatic rails, on which the carriage moves, the line spacer lever and the platen bearings.

REMEMBER!

When finishing the typing put the machine into the bag.

Here it is protected against dust.

Have the typewriter checked by an expert periodically.

Don't forget the guarantee, do not do any repairs, ask for our expert service.



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